Learning Continuity Preparation Checklist

1. **Develop a plan and a mode of communication to use in case of an emergency.**
   - Ensure students all have access to, and are aware of, this communication method.
   - Include your plan in your syllabus and make it available digitally.
   - Possible solutions: Email, Blackboard Learn, Google Drive

2. **If Blackboard Learn is a part of your plan:**
   - [Request your course content](#).
   - [Sign up for a workshop](#) or [ask for an instructional design consult](#)
   - Download [Quick Start Guide for Blackboard Learn](#)

3. **Plan ways for you and your students to rehearse, or practice, the tools you choose to use.**
   Refer to Just-in-Case Assignment Builder.

4. **Decide how you will distribute documents and readings during a disruption.**
   - Use digital resources through the Healey Library.
   - Possible solutions: Email, Blackboard, [Healey Library UMBrella](#), Google Books

5. **Designate a central place to collect student submissions.**
   Possible solutions: Email, Blackboard Learn.

6. **Think about how you would continue class discussion in the event of a disruption.**
   Possible solutions: Email, Blackboard Discussions, VoiceThread.

7. **Consider developing an alternative activity or assignment.**
   Refer to Just-in-Case Assignment Builder.

8. **Identify an option for holding class and/or office hours virtually.**
   - You can fall back on your chosen option if it is expected that several class periods will be missed.
   - Possible solutions: Web Conferencing via Blackboard Collaborate, Zoom, Skype or Google Hangouts
9. Think about how your methods for evaluating student learning could be moved to a digital space.
Possible solutions: Blackboard Quizzes, Google Forms.

10. Consider capturing your lecture presentation for students to watch.
Possible solutions: VoiceThread, Echo360.

11. Settle on an option for providing students with grades and feedback on their work in the event of an emergency.
Possible solutions: Email, Blackboard Discussions.